

March 4, 2010

PERSONNEL COMMITTEE MEETING MINUTES

At 6:01 p.m. the Chair called the meeting to order. Present were Chair Robert Rand, William Murray, Dawn Caccotti, and Deborah Christen. Absent was Mary Gould. Also present was Town Manager K. Speidel.

On-going Business:

1. Public Comment: None.
2. Personnel Actions to Review and Approve: None.
3. Personnel Change/Hiring Notifications:
 - New Hire: Fire Department – Charles Lowe, Call EMT, Grade 16, Step 1, 15.79/hour, effective 10/30/09.
 - Reclassification: Fire Department – Charles Lowe, FF/EMT, Grade 17, Step 1, 16.66/hour, effective 3/1/10.
4. Review of Previous Meeting Minutes: The minutes of the February 4, 2010 meeting were reviewed and approved (William made motion, Dawn seconded).

Current Business:

1. Next Changes for the Salary Admin. Bylaw – Salary Schedule: Chair shared proposed New Salary Schedule for changes to S.A.P. General discussion of the database that the Chair & Town Manager have worked on to estimate the costs of the new changes. The Fire & Police Chief are currently under contract by will be included in the cost estimates. Sewer, Planning Director, Chief Admin. Assistant, and DPW Director are currently under contract; however, the plan is to put these positions in the S.A.P. when the contracts are expires. The tentative plan is to have a work session with the Board of Selectmen on March 30, 2010 at 5:30 or 6:00 p.m. A motion was made (Dawn - 1st, William – 2nd) to accept the proposed salary changes for major jobs in Fire, Council on Aging, Library, and Administration; passed unanimously.
2. Job Description Format, Project: Dawn shared plan to update job descriptions to include a checklist for supervisor and employee.
3. Discussion on and Review of Progress on LPC Initiatives: William made a motion (seconded by Dawn) to update all LPC forms by changing CAFO to Town Manager; passed unanimously. Calendar of Events was tabled until next meeting.
4. Next Meeting Agenda: Standard On-going (Public Comment, Personnel Actions/Approvals, Personnel Change/Hiring Notifications, and Review of Previous Minutes) and Current Business to include Job Description Format, Articles for next Town Meeting, Calendar, and Next Meeting.

The next scheduled meeting will be on April 1, 2010 at 6:00 p.m. at the Lunenburg Public Library. The meeting adjourned at 7:15 p.m.

Respectfully submitted,

Deborah Christen, Secretary